



Agency Records Disposition Schedule

Department: Department of Social Services

Section: Income Maintenance

Division: Family Support Division

Sub-Section: Food Assistance Program

TITLE: Agency Monitoring Files

CUTOFF: EOFFY

DESCRIPTION: Informational files on recipient agencies. Each state food program agency must monitor the operation of the program to ensure that it is being administered in accordance with federal and state requirements. Records kept per 7 CFR 251.10(4).

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 8867

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015

TITLE: ATP (Authorization to Purchase) Cards (IM-106)

CUTOFF:

DESCRIPTION: Original of all cashed ATP Cards. Cards microfilmed. Cards retained 5 years, microfilm retained 10 years.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 8827

SERIES STATUS: Approved

APPROVAL DATE:

3/21/1996

TITLE: Expired ATP Cards Cashed

CUTOFF:

DESCRIPTION: EDP listing of all expired ATP Cards cashed by coupon issuers

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 8828

SERIES STATUS: Approved

APPROVAL DATE:

3/21/1996



Agency Records Disposition Schedule

Department: Department of Social Services

Section: Income Maintenance

Division: Family Support Division

Sub-Section: Food Assistance Program

TITLE: Federal-State Agreement - (FNS-74)

CUTOFF: WSO

DESCRIPTION: Authorizes state participation in Donated Commodities Program. Subject to available appropriations, Food and Nutrition Service will provide funds and commodities to the State agency for the programs covered by this agreement. Records include, but are not limited to, agreements. Records kept per 7 CFR 3051 and 3052.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 8862

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015

TITLE: Food and Nutrition Service (FNS-667) Forms

CUTOFF: EOFFY

DESCRIPTION: Forms used to identify designated funds obligated and disbursed to cover the costs associated with the Food Program at the state and local level. The data must be identified on Form FNS-667, Report of Administrative Costs to The Emergency Assistance Food Program (TEFAP) and submitted to the appropriate FNS Regional Office on a quarterly basis. Records kept per the TEFAP Manual and Federal Regulation 7 CFR 251.10 (4).

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 8868

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015

TITLE: Food and Nutrition Service Racial/Ethnic Report Forms

CUTOFF: EOFFY

DESCRIPTION: Used by the Food Stamp Program (FSP) and Food Distribution Program (FDP) to report annually the actual number and racial/ethnic designation of households receiving program commodities in the months of April and July. Records include, but are not limited to, Forms FNS-101 and FNS-191. Records kept per 7CFR 247.29(3).

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 8875

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015



Agency Records Disposition Schedule

Department: Department of Social Services

Section: Income Maintenance

Division: Family Support Division

Sub-Section: Food Assistance Program

TITLE: Food Stamp Claim Files

CUTOFF:

EOSFY in which account balance is zero

DESCRIPTION: Closed records of claims established against individuals, age 18 or over, who were members of an eligibility unit (EU) that received more Food Stamp benefits than the EU was eligible to receive. Records include, but are not limited to, a referral notice, data system information, and third party verifications. Records kept per 13 CSR 40-2.190 and 205.960–205.967 RSMo.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24117

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015

TITLE: Food Stamp Disqualification (Fraud) Cases

CUTOFF: EOSFY in which individual is deceased

DESCRIPTION: Case files of individuals disqualified for intentional program violation or claims against an individual who was found guilty of trafficking Food Stamp benefits. Records include, but are not limited to, signed disqualification consent agreements, court determinations, signed waivers waiving the right to an administrative disqualification hearing, and the notification of disqualification. Records kept per 205.967 RSMo.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 1242

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015

TITLE: Food Stamp Issuance Activity Reports

CUTOFF: EOSFY

DESCRIPTION: Reports of State activity in the Food Stamp Program relating to households receiving food stamps. Records include, but are not limited to, an activity summary that reports participation and issuance, percent of total issuance, state administrative costs, fair hearing decisions, and recipient claims.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 8823

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015



Agency Records Disposition Schedule

Department: Department of Social Services

Section: Income Maintenance

Division: Family Support Division

Sub-Section: Food Assistance Program

TITLE: IM-113

CUTOFF:

DESCRIPTION: "Non-receipt Affidavit/Replacement Authorization for Coupon books Lost in Mail" and supporting documents

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 18398

SERIES STATUS: Approved

APPROVAL DATE:

3/21/1996

TITLE: Inactive Food Stamp Case Files

CUTOFF:EOCY in which case closed

DESCRIPTION: Closed case files of individuals who have an inactive case status and are no longer receiving food stamp assistance. Records include, but are not limited to, applications documenting household member information, income, collateral, living arrangements and expenses, and legal statements. Records kept per 208.022 RSMo. and 13 CSR 40-1.010.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 1237

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015

TITLE: Notice of Shortened Certification/Expiration of Food Stamp Benefits (NOE) (IM-32a)

CUTOFF:EOSFY

DESCRIPTION: Used for households whose certification is shortened or expired due to failure to provide verification required for a reported change. Records include, but are not limited to, Form IM-32a and food stamp applications.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 8848

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015



Agency Records Disposition Schedule

Department: Department of Social Services

Section: Income Maintenance

Division: Family Support Division

Sub-Section: Food Assistance Program

TITLE: On Line Teleprocessing Security Report DFS-137

CUTOFF: EOSFY

DESCRIPTION: Change security status forms and request for computer security level changes

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 8860

SERIES STATUS: Approved

APPROVAL DATE:

3/21/1996

TITLE: State Commodities Reports

CUTOFF: EOFFY

DESCRIPTION: Reports documenting availability, receipt and distribution of donated commodities. Records include, but are not limited to, FD-5 series (Donated Foods Loss), FD-8 series (Administrative Reviews), FD-17 series (Availability and Order Solicitation), FD-19 series (Pricing and Distribution Rates), and FD-32 series (Accounts Receivable and Fiscal Reports). Records kept per 7 CFR 1421d.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 8866

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015

TITLE: State Issuance and Participation Estimate Records (FNS-388)

CUTOFF: EOFFY

DESCRIPTION: Records used to obtain monthly statewide estimated or actual issuance and participation data for the current and previous months. Timely state monthly issuance estimates are necessary for the Food and Nutrition Service (FNS) to ensure that it remains within the appropriation. Records include, FNS - 388 Report. Records kept per 7 CFR Section 274.4.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 8822

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015



Agency Records Disposition Schedule

Department: Department of Social Services

Section: Income Maintenance

Division: Family Support Division

Sub-Section: Food Assistance Program

TITLE: Statement of Loss/Replacement Request Forms (IM-110)

CUTOFF: EOSFY

DESCRIPTION: Records used to report lost food stamp card or food purchased with food stamp benefits destroyed in a household misfortune. Records include, but are not limited to, Identification, reason for loss, and signature.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 8833

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015

TITLE: Void ATP cards

CUTOFF:

DESCRIPTION: All ATP cards that are received in State Office cancellation or are listed as undeliverable (same as item 21 only cards are void)

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 8858

SERIES STATUS: Approved

APPROVAL DATE:

3/21/1996
